



Town of Los Altos Hills Community Relations Committee Special Meeting Agenda

Meeting Time: Tuesday, April 5th, 2016 at 7:30 PM
Meeting Place: Town Hall – Kitchen Area
26379 Fremont Road, Los Altos Hills, California

1. **Roll Call: Meeting called to order (time):** _____
CRC Members: Chairman Roger Burnell, Barbara Cannon, Karen Emerzian, Lew Jamison, Ron Knapp, Mansour Moussavian, Nena Price, Michael Schoendorf, Sunita Sethi, Roy Woolsey. Quorum = 5.
Associate Members: Bill Downey, Jamie Lucia, Bob Mabe, Linda Seidel, Neal Rayborn. (Note: Associate Terms are for 1 year and appointments are confirmed at the beginning of each year in January).
Town Staff Liaison: Sarah Gualtieri. **Town Council Liaison:** John Radford.
2. **Introduction of Any Members of the Public** Members of the Public present
(Names): _____
3. **Review of Committee Meeting Minutes: March 8, 2016.**
4. **Public Comment** (where pertaining to any Items not on The Agenda):
5. **Review of Prior City Council Meeting(s):** Courtney Corrigan
Review of Recent City Council Meetings
Discussion of Town Crier Coverage
6. **Subcommittee Reports:**
 - A. 60th GALA EVENT WRAP-UP:
 - **Preparations:** Committee Planning & Participation
 - **Programs:** Planning & Execution
 - **Setup:** Setup Committee Activities
 - **Production:** Overall Subcontract and Vendor Logistics and Admin
 - **Music and Magic:** Elements and Outcome
 - **Post Event:** Final Video, Pertinent Tasks and Final Report to Committee and Council
 - B. Digital Tour of the 2014 City Council Presentation, including the 2014 Picnic Report (Report is available for review by any Members not originally present).
 - C. Special Event Planning: (The CRC Master List is active after postponement for the Gala).
 - D. Spring/Summer Events: LAH Volunteer Committees, CRC Hosting, etc.
7. **The LAH Annual Picnic:**
 - A. **Final Review of the 2015 June 7, 2015.**
Arrangements for assembling of Subcommittee data for Final Report.
 - B. **Current Planning for 2016 Picnic: Sunday, June 5, 2016.**
 - Early pre-reservations with vendors:

- Blow-ups, Train & Games
- Musical Group
- Entertainment (Pirate, Magician, etc.) and Specialties
- Suppliers – Food Services
- Suppliers – Tents and Rentals
- Car Show (Bill, Bob, and Neal)
- Government: Sheriff (Helicopter), CERT, Fires & Safety
- Other: Train, Climbing Wall, Gunn HS Robot Club,
- New Features – High School Twirling Club, Balloonist, Face Painting, etc.
- Review/Implementation of any Prior Event Corrections and Improvements

8. Old Committee Business:

- A. Committee Participation in Upcoming Town Programs
- B. Newcomers Program
- C. Committee Membership (As needed).

9. New Committee Business:

- A. Review of Committee Mission
- B. Review of Current Opening and Candidates (2)
- C. Other Activities/Special Events: Planning for Stanford University Special Event
- D. Further Discussion of Participation in general shortage of Volunteers on Town Committees, Proposing of and Participation in Effective Solutions

10. Next meeting: Choices: Tuesday, May 2nd/9th, 2016. (Discussion/confirmation).

11. Adjournment

Any writings or documents provided to a majority of the Community Relations Committee regarding any item on this agenda will be made available for public inspection in the City Clerk's Office located at Town Hall, 26379 Fremont Road, Los Altos Hills during normal business hours.